

**DIETITIANS AFFILIATED CREDENTIALING BOARD
MEETING MINUTES
September 23, 2016**

PRESENT: David Joe, Scott Krueger, Tara LaRowe, Gail Underbakke

STAFF: Tom Ryan, Executive Director; Nifty Lynn Dio, Bureau Assistant; Katie Vieira, Rules Coordinator, and other Department staff

CALL TO ORDER

Gail Underbakke, Chair, called the meeting to order at 9:02 a.m. A quorum of four (4) members was confirmed.

ADOPTION OF AGENDA

MOTION: Scott Krueger moved, seconded by Tara LaRowe, to adopt the agenda as published. Motion carried unanimously.

APPROVAL OF MINUTES

MOTION: Tara LaRowe moved, seconded by Scott Krueger, to approve the minutes of November 13, 2014 as published. Motion carried unanimously.

ELECTION OF OFFICERS

BOARD CHAIR

NOMINATION: Gail Underbakke nominated Scott Krueger for the Office of Board Chair. Nomination carried.

Tom Ryan called for other nominations three (3) times.

Scott Krueger was elected as Board Chair.

VICE CHAIR

NOMINATION: Scott Krueger nominated Tara LaRowe for the Office of Vice Chair. Nomination carried.

Tom Ryan called for other nominations three (3) times.

Tara LaRowe was elected as Vice Chair.

SECRETARY

NOMINATION: Gail Underbakke nominated David Joe for the Office of Secretary. Nomination carried.

Tom Ryan called for other nominations three (3) times.

David Joe was elected as Secretary.

2015 ELECTION RESULTS	
Board Chair	Scott Krueger
Vice Chair	Tara LaRowe
Secretary	David Joe

APPOINTMENT OF LIAISONS, ALTERNATES, AND DELEGATES

MOTION: Gail Underbakke moved, seconded by David Joe, to affirm the following appointments made by the Chair:

- a) **Credentialing Liaison** Gail Underbakke (Scott Krueger-Alternate)
- b) **Monitoring Liaison** Tara LaRowe (Gail Underbakke-Alternate)
- c) **Education Liaison** Tara LaRowe (Gail Underbakke-Alternate)
- d) **Legislative Liaison** Gail Underbakke (David Joe-Alternate)
- e) **Travel Liaison** Scott Krueger (Tara LaRowe-Alternate)
- f) **Website Liaison** David Joe (Tara LaRowe-Alternate)
- g) **Rules Liaison** Scott Krueger (Tara LaRowe-Alternate)
- h) **PAP Liaison** Gail Underbakke (Tara LaRowe-Alternate)
- i) **Screening Panel** Scott Krueger, Gail Underbakke (Tara LaRowe-Alternate)

Motion carried unanimously.

MOTION: Gail Underbakke moved, seconded by Tara LaRowe, to that the Board delegates authority to the Chair, highest ranking Officer or longest serving member of the Board by order of succession, to sign documents on behalf of the Board. In order to carry out duties of the Board, the highest ranking Officer or longest serving member of the Board by order of succession has the ability to delegate this signature authority for purposes of facilitating the completion of assignments during or between meetings. This authority is delegated to a Department representative to sign the name of any and all Board members, on documents as necessary. Motion carried unanimously.

MOTION: David Joe moved, seconded by Tara LaRowe, that in order to facilitate the completion of assignments between meetings, the Board delegates its authority by order of succession to the Chair, highest ranking officer, or longest serving member of the Board to appoint liaisons to the Department to act in urgent matters, to fill vacant appointment positions, and to act when knowledge or experience in the profession is required to carry out the duties of the Board in accordance with the law. Motion carried unanimously.

RATIFICATION OF CERTIFICATES

MOTION: Gail Underbakke moved, seconded by Tara LaRowe, to ratify all certificates. Motion carried unanimously.

ADJOURNMENT

MOTION: Gail Underbakke moved, seconded by David Joe, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 9:55 a.m.